

Board of Selectmen
Minutes November 20, 2012

Convened: 6:00 pm

Present: Andrew Artimovich, Chairman
Jeff Bryan
Jane Byrne
Michael Hubbard
Ken Christiansen

The Board met and reviewed payroll, accounts payable and signed the register. The Selectmen reviewed and signed the recreation register.

Jonathan Ellis was in to present the weekly Treasurer's report. Please see last page to view report.

Bryan made a motion, 2nd by Byrne for Artimovich to sign a bond release of \$50,000 for Idyllwood Drive per the Planning Board's recommendation. All were in favor.

Christiansen made a motion, 2nd Byrne to approve the public minutes of 11/13/12. All were in favor.

FEMA will be in on the 27th to review reimbursable expenses from Hurricane Sandy.

Building Inspector Gil Tuck was in to have the following permits signed:

- Ron Oullet, 9 Rhodes Circle, generator: signed by Board
- Kathy Rocconi, 23 Idyllwood Drive, generator: signed by Board
- Mark Markowsky, 21 Longmeadow Drive, generator: signed by Board
- David Ballard, 40 Fellows Road, gas pipeline to heater: signed by Board
- William Emlock, 257 Pickpocket Road, garage on existing foundation: signed by Board
- Janet Powers, 3 South Road, new house: signed by Board.

Tuck informed the board that 44 North Road has a septic leak and water in the swale has tested positive for E. Coli. Dr. Reiner has inspected the property and Tuck has an inspection scheduled for Wednesday.

No bids for gas/diesel to be delivered to the highway shed were received.

An informal conference with NH DOL is scheduled for 12/19/12 at 9am in Concord to dispute the fine for safety violations.

Chief Robinson was present to discuss his recommendation for filling the full time police officer position. Robinson said 6 candidates were interviewed. Robinson recommended offering the position to Kurt Holsten, a full time certified officer in Chester. Holsten's potential start date is December 3rd. The board discussed Holsten's starting wage and agreed to a 2% increase after 6 months. Christiansen made a motion, 2nd by Byrne to hire Kurt Holsten. All were in favor.

The board reviewed the following budgets:

Recreation, Kathy St. Hilaire

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St. Hilaire presented a salary increase of 2% COLA and a 3% merit based on performance, demand on the department, and growth of rentals of the BRC. This amounts to \$1200 annually. The telephone costs were increased \$250 as the average bills seem to run about \$62.00. Clement said she cancelled one of the lines because it was not used, and BayRing will piggy back the alarm line on the remaining copper line. The telephone line was reduced back to \$500. All other line items remain level funded. Bryan made a motion, 2nd by Christiansen to approve the recreation budget of \$36421. All were in favor.

St. Hilaire wanted to thank the board for adding Christmas Eve as a paid holiday this year and asked to pay Dullea out of the recreation budget for the holiday. The funds are already included in the budget. Bryan made a motion, 2nd by Christiansen for Dullea and Byrne to be paid for Christmas Eve. Bryan, Christiansen, Artimovich, and Hubbard were in favor. Byrne abstained.

Fire, Kevin Lemoine

Byrne made a motion, 2nd by Bryan for the Town of Brentwood to accept the EMPG grant for the purchase of 18 narrowband portable radios with accessories and the installation of 3 mobile radios in the command officers vehicles; total project cost is \$24,657.18 with the Town's share to be \$12,328.59 as the grant is a 50% match. All were in favor.

Lemoine asked if they sold the ambulance where would the income go. Artimovich said back to the general fund. Lemoine said if that is the case, he would rather trade the ambulance in to keep the income within his department. Artimovich asked Clement to check with the DRA to see what the options were for a trade and if they could do a warrant article to return the income to the fire department.

Lemoine said he is also been having problems with the generator and furnace since Hurricane Sandy and thinks the issues are due to power surges. Artimovich asked Clement to see if those were reimbursable expenses when she meets with FEMA. Clement asked Lemoine for copies of the invoices and all repairs that need to be done prior to her meeting.

Lemoine said he needs to do some maintenance on the furnace and estimates the cost to be \$1500. Clement will need to readjust that line item in the selectmen's budget.

Lemoine presented changes to his fire department budget. He was able to reduce the bottom line about \$17,000 by eliminating the secretary and reducing overtime by \$5000. Lemoine suggested changing the policy and paying straight time until the full timers reached 53 hours instead of 42.5 per pay period. Hubbard had some questions about whose wages were paid out of the fire budget versus the ambulance fund. Wages for emergency calls are out of the fire budget and wages for standby and holiday coverage is paid through the ambulance fund. Donna V.'s wages are split between the 2 funds. Christiansen asked if it would make sense to pay Donna entirely through the ambulance fund. Lemoine said he did not think there was enough revenue to support the additional cost. Artimovich suggested going forward to have a revenue line in the fire department's budget to include all ambulance costs, and create a "due to" account in the ambulance fund to reimburse the fire budget to have all costs in one budget. This would be similar to the way the PD details wages are accounted for.

Lemoine asked Clement where we were at with our discussions on IT as he did not budget for any of those items. Clement said she would follow up with Mainstay on the Firehouse and server estimates. Those costs could be paid out

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of impact fees per the board's approval. Artimovich suggested Clement ask about IMC multi-jurisdictional versus the Firehouse program as that is what is used at the Sheriff's office. Bryan made a motion, 2nd by Hubbard to approve the fire department's budget of \$297,775. All were in favor.

Town Clerk, Phyllis Thompson

Thompson presented a salary increase of \$2.67 per hour to be at the top of her grade. Thompson said she has turned down COLA's and has not put in for a merit increase in years and now it is time. Thompson also mentioned she has collected about \$25,000 in fees which goes to the general fund to offset her budget. She adjusted the deputy and clerk's wages to reflect the 2% COLA. All other line items are level funded. Bryan made a motion, 2nd by Hubbard to approve the town clerk's budget of \$63063. Bryan, Hubbard, Artimovich, and Christiansen were in favor. Byrne abstained.

Tax Collector, Phyllis Thompson

Thompson reduced abstracts \$500 because she switched to a less expensive vendor. All other line items are level funded. Bryan made a motion, 2nd by Hubbard to approve the tax collector budget of \$61648. Bryan, Hubbard, Artimovich, and Christiansen were in favor. Byrne abstained.

Information Systems

Clement said the Mainstay support fees are down slightly to \$1055 a month. Internet was increased as bandwidth was added to support the new phone service. Equipment budgeted for next year is 2 new computers with monitors and a new printer for Carolyn. Clement said her printer works on and off and may need to be replaced. Bryan made a motion, 2nd by Hubbard to approve the IT budget of \$28931. All were in favor.

Health

Clement said this budget is level funded at \$100. Hubbard made a motion, 2nd by Bryan to approve the health budget of \$100. All were in favor.

Debt Service

This is the budget for long term payments for bonds. The Lyford principal was reduced as the 2012 budget was an estimated figure based on the average interest rates at that time. Bryan made a motion, 2nd by Hubbard to approve the debt service budget of \$386987.51. All were in favor.

Street Lighting

Clement said this is level funded at \$444. Bryan made a motion, 2nd by Christiansen to approve the street lighting budget of \$444. All were in favor.

Code Enforcement

Clement said Tuck has earned just over \$17,000 YTD with 27 building permits for new homes. Next year Clement estimates similar numbers for building based on the applications before the planning board. Hubbard made a motion, 2nd by Bryan to approve the code enforcement budget of \$26598. All were in favor.

Clement said she just heard back from Energy North and the town is able to lock in propane at \$1.85 per gallon.

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Highway, Wayne Robinson

Robinson said he has a quote from 2-Way Communications for 7 digital narrowband radios, 1 of which will be used as a base station. Artimovich said he thought they could do better with price. Artimovich said he would talk to Skip; he does the radios for the county and see if they could get another quote.

Robinson said the garage doors at the shed do not have sensors to go back up when someone passes underneath. He got a quote from Fimbel and it requires the motors to be replaced. The cost of the motors with sensors and wiring is \$1800. Byrne made a motion, 2nd by Bryan to go ahead and purchase the motors and sensors. All were in favor.

Robinson added the 2% COLA for all employees in his department, with one 3% step increase for a part time summer employee. Bottom line was reduced \$1671. Hubbard made a motion, 2nd by Bryan to approve the highway and snow and ice budget of \$371051.15. All were in favor.

Robinson wanted to present the board with a promotion to captain. Artimovich said not a lot of towns this size have captains and the wages of a captain would be comparing pay in towns like Exeter or Goffstown. Robinson said with the promotion, he would like to offer an increase of pay and would require weekend coverage when Robinson was not available. Bryan suggested if the department were to move to a deputy chief or captain, it should be a split schedule and chief or second in command should be available 24/7. Hubbard said the purpose of creating a position like this would be to groom an employee to be the next Chief when Robinson was ready to retire. Artimovich said if he wants the promotion, work towards achieving the qualifications of Chief and once those are complete a promotion can be awarded. Artimovich said he believed the current job description included a college degree. Artimovich asked the Chief if in his professional opinion if there was a need for this position, Chief said no but he was looking for the board's input.

Byrne made a motion, 2nd by Bryan to pay the Hoyle Tanner invoice of \$2623.14 out of the bridge capital reserve fund. All were in favor.

Bryan made a motion, 2nd by Byrne for Artimovich to sign the state permit for Dragon Mosquito. All were in favor.

Artimovich made a motion, 2nd by Byrne to adopt the welfare guidelines. All were in favor.

Byrne made a motion, 2nd by Hubbard for Clement to draft a letter of commendation for the Chief for performance on a medical call last week. All were in favor.

Hubbard suggested reviewing numbers of EMS, Fire, and Police calls monthly. Artimovich said Clement can get that information from the department heads and email that out to the board.

Motion to adjourn at 7:55 pm made by Christiansen, 2nd by Bryan; all were in favor.

Respectfully submitted,

Karen Clement

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WEEKLY TREASURER'S REPORT

Date: November 20, 2012

Citizens General Fund:

Previous Balance:	6,268.80		
Deposits:	136,487.73		
Payroll:	12,820.00	DD: 7018.55	CK: 5801.45
FICA:	2,990.83		
A/P: Regular	175,896.06	Swasey: \$170,000	
voided check			
to Impact Fees			
From MMA	55,000.00		
TO MMA			
Account Balance:	6,049.64		
Interest Earned YTD:	82.89		

CD's:	Unrestricted Balance:	-
MMA:	Unrestricted Balance:	515,858.50
	Total Invested Funds:	515,858.50
	Interest Earned YTD:	752.38



Jonathan Ellis, Treasurer